

# Retention and Classification Report

**Agency:** Enterprise (Utah) (349)

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**Records Officer** Wendy Paine

24598	Annual audit reports
24599	Cemetery records
11901	Council minutes
16377	Customer application records
16379	General correspondence (Power Department)
16380	General correspondence (Water Department)
16378	Personnel files
24596	Revised ordinances

**AGENCY:** Enterprise (Utah)

**SERIES:** 24598

3

**TITLE:** Annual audit reports

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 12/05/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

**AGENCY:** Enterprise (Utah)

**SERIES:** 24598

**TITLE:** Annual audit reports

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enterprise (Utah)

**SERIES:** 24599

3

**TITLE:** Cemetery records

**DATES:** 1903-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Enterprise (Utah)

**SERIES:** 24599

**TITLE:** Cemetery records

(continued)

**APPRAISAL:**

Administrative Historical

These records have historical and administrative value as documentation of the burial of individuals.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enterprise (Utah)

**SERIES:** 11901

3

**TITLE:** Council minutes

**DATES:** 1914-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 12/03/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Enterprise (Utah)

**SERIES:** 11901

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enterprise (Utah)

**SERIES:** 16377

3

**TITLE:** Customer application records

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. They include customer's name, address, and phone number; meter information, date and approval signature(s).

**RETENTION:**

Retain for 3 years after account closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 11.

**AUTHORIZED:** 09/29/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after account closed and then destroy.

**APPRAISAL:**

**AGENCY:** Enterprise (Utah)

**SERIES:** 16377

**TITLE:** Customer application records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**SECONDARY CLASSIFICATION(S):**

Public. Customer name, address and length of service

**AGENCY:** Enterprise (Utah)

**SERIES:** 16379

3

**TITLE:** General correspondence (Power Department)

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 8.

**AUTHORIZED:** 09/29/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enterprise (Utah)

**SERIES:** 16379

**TITLE:** General correspondence (Power Department)

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305 (2)(a), (3), (7), (8) Documents regarding  
system purchases, sales or acquisition

**AGENCY:** Enterprise (Utah)

**SERIES:** 16380

3

**TITLE:** General correspondence (Water Department)

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 8.

**AUTHORIZED:** 09/29/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enterprise (Utah)

**SERIES:** 16380

**TITLE:** General correspondence (Water Department)

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(2)(a), (3), (7), (8) Documents regarding  
system purchases or acquisitions

**AGENCY:** Enterprise (Utah)

**SERIES:** 16378

3

**TITLE:** Personnel files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

**AUTHORIZED:** 09/29/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**AGENCY:** Enterprise (Utah)

**SERIES:** 16378

**TITLE:** Personnel files

(continued)

**SECONDARY CLASSIFICATION(S):**

Public.	Name, position, salary range, length of public employment
Controlled.	UCA 63G-2-304(1) Drug and alcohol testing information

**AGENCY:** Enterprise (Utah)

**SERIES:** 24596

3

**TITLE:** Revised ordinances

**DATES:** 1923-

**ARRANGEMENT:** Chronological by chapter and section

**DESCRIPTION:**

These books (revised ordinances 1923-1948, 1950, 1089-2002) contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 05/28/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Enterprise (Utah)

**SERIES:** 24596

**TITLE:** Revised ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public